-	Schedule No.	<u> </u>	83:	
			00,	5_

Page 1 of 4

, (go.10)		Division/Unit COMMUNITY SERVICES	
Item No.	Description	Retention	
1	GENERAL CORRESPONDENCE Files contain letters, memorandums, informational materials, correspondence/documents of the department and its divisions.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department or its divisions. Transfer periodically to the MD State Archives.	
2	TIME AND ATTENDANCE Files may contain some or all of the following: time sheets, leave requests, leave records, comp time requests/approvals, etc.	Retain for 3 years, then destroy.	
3	FULL-TIME EMPLOYEE PERSONNEL RECORDS Files contain evaluations, awards, training, written correspondence, etc.	Retain for 3 years after termination, then destroy.	
4	DART TIME EMPLOYEE DERSONNEL RECORD	S Petain for 3 years after	

Schedule Approved by Department, Agency, or Division Representative

Date

Signature Supply Study
Typed Name Fugene T. Lauer
Title County Administrator

Schedule Authorized by State Archivist

JUN 2 2 1998 Date

Files contain part-time agrements, applications, references, work permits, county, state and federal employment-related forms, evaluations, letters, etc.

Signature Shand C. Paperfor p

termination, then destroy.

Schedule No. 2-832

Page 2 of 4

(Continuation Sheet)

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit COMMUNITY SERVICES

Item No.	Description	Retention			
5	FSICAL YEAR BUDGETS	Retain for 3 years, then destroy.			
	Files contain budget expenditures, invoices, purchase orders, check requests, expense tracking, etc.				
	AGING DIVISION FILES				
1	CONFIDENTIAL SENIOR CARE FILES	Retain until service is ter- minated plus 3 years, and			
	Files include confidential client care information, authorizations, legal documents, etc.	until audit requirements have been fulfilled, then destroy.			
2	CONFIDENTIAL GUARDIANSHIP FILES	Retain until guardianship is terminated plus 3 years,			
`	Files include confidential client information, case management documentation, letters, legal reports, etc.	and until audit requirements have been fulfilled, then destroy.			
3	GRANT FILES	Retain for the life of the grant plus 3 years, and until			
	Files contain applications, financial reports, requests for funds, letters, memorandums, management documents, etc.	audit requirements have been fulfilled, then destroy.			
	HOUSING AND COMMUNITY DEVELOPMENT DIVISION FILE	5			
1	MPDU PROGRAM BY DEVELOMENT	Retain until date specified in the development agree-			
	Development agreements, correspondence, program documents, applications, client files, etc.	ment; obtain Chief of H&CD approval, then destroy.			
2	GRANTS	Retain for the life of the grant plus 6 years, and until audit			
	Administrative files, subrecipient files, contracts, leases, HUD forms, authorizations, applications, agreements, management documentation, etc.	requirements have been fulfilled, then destroy.			

Schedule No. C-832

Page 3 of 4

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit COMMUNITY SERVICES

	STATELS SOCIETY SOVERWINDER				
Item No.	Description	Retention			
3	HOUSING AND COMMUNITY DEVELOPMENT DIVISION, CON HOUSING COMMISSION OF CHARLES COUNTY, MD Files contain correspondence, reports, workshops, budget files, meeting materials, minutes and reference library.	T. Permanent; transfer periodically to the Maryland State Archives Office.			
4	SECTION 8 PROGRAM WAITING LIST Files contain any and all information/applications for admission to the program and associated documentation.	File is on-going. Files related to applicants selected from waiting list become part of Section 8 client files; files related to ineligible applicants may be purged from list 10 years after determination of ineligibility.			
5	LIVABILITY CODE Files contain information related to livability code inspections, inspection forms, letters to owners, etc.	Retain for 6 years after no longer active, then destroy. Obtain Chief of H&CD approval before destroying.			
6	SPECIAL LOANS Files contain current applicants, current participants, closed files.	Retain for 5 years, and until audit requirements have been fulfilled, then destroy.			
7	FEDERAL REGISTERS Daily Federal Registers, LSA, and Federal Debarred Booklets.	Retain until updated or superceded, then destroy.			
1	FACILITIES USAGE Files contain permit information/approvals, equipment lists, building repairs and improvements, maintenance requests, reports, building usage,	Retain for 3 years, then destroy.			

Schedule N	0.	-832
Page 4	of	4

(Continuation Sheet)

Agency			
CHARLES	COUNTY	GOVER	NMENT

Division/Unit COMMUNITY SERVICES

CHARLES COUNTY GOVERNIVIENT COMMONTY SERVICES				
Item No.	Description	Retention		
	RECREATION DIVISION, CON'T.			
2	PROGRAMS	Retain for 3 years, then destroy.		
	Files include general information and correspondence, rosters, planning sheets, staffing information, registration forms, mailing lists, travel information. Guide information, rules, schedules, etc.			
3	SPECIAL OLYMPICS	Retain for 3 years, then destroy.		
	Files include general information, correspondence, program records, team rosters, training schedules, staff and volunteer listings, equipment listings, newsletters, games information, athletes' and partners' medical information and releases, etc.	dostroy		
4	GRANTS	Retain for the life of the grant plus 5 years, and until		
	Applications, correspondence/approvals from state agencies, reports, financial records, etc. for various recreational program grants.	audit requirements have been fulfilled, then destroy.		
		ч.		

Instructions Type or print a	•		AGENCY RECORDS INVENTORY
separate form for each new or			
revised record series.			Page 1 of 19
1. Department/Agency 2. [Division		3. Unit/Program
	mmunity Serv	vices	All
	J		
DEFINITION: Record Series: a group of related records r	normally filed and us	sed as a unit for reference	e as well as retention & disposition purposes.
Record Series Title			5. Earliest Year / Latest Year
General Correspondence			1974 to Present
Record Series Description (Briefly describe the types of information/documents/	forms found in the s	series. Include the purpor	se or function of the series.)
Files contain letters, memorandums, inform	ational materials	any correctiondens	ea/documents of the
department and its divisions.	ational materials	s, any correspondent	e/documents of the
department and its divisions.		•	
· .			
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume208
			Number
X Letter Size Microfilm	X Alpha	betical	X File Drawer(s)
			Microfilm Reel(s)
X Legal Size Computer Tape	Nume	erical	Computer Tape(s)
Bound Book Floppy Disk	Chror	nological	Other (specify)
	•	-	10. Annual 15
Audio Tape Video Tape	Geog	raphical	Accumulation Number
Other (specify)	Othe	r (specify)	X File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11. File is used:		40 File become	
X Daily Weekly Monthly		12. File become Month	•
X Daily Veekly !!! Worthing		IVIOITA	(S) Tear(S)
13. Current Location(s) (Building, Flo	or, Room)	14. Is record se	ries duplicated elsewhere?
Department of Community Services Buildin			No (If yes, specify agency or office)
Port Tobacco, MD 20677	:		
		•	
15. Access Restrictions		16. Audit Requir	rements X None
Yes X No (If yes, cite law(s) and re	egulation(s))		Todayad Tadanandank
·		State	Federal Independent County
17. Is an index system used?		18 Recommend	
Yes X No		18. Recommended retention Screen annually. Destroy material having no	
(If yes, explain briefly and describe any hardware/so	ftware)	- 1	trative, fiscal, legal, or operational
x			ermanently any material that serves
x			origin, development and accomp-
		i	department or its divisions.
·	Telephone Nun	nber	21. Date
li . *	1-934-0113		April 9, 1998
Secretary II			

Instructions Type or print a separate form for each new or			AGENCY RECORDS INVENTORY
revised record series.			Page <u>2</u> of <u>19</u>
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Community Serv	vices	All
DEFINITION: Record Series: a group of related	records normally filed and us	sed as a unit for reference	
4. Record Series Title Time and Attendance			5. Earliest Year / Latest Year 1986 to Present
Time and Attendance			1986 to Present
6. Record Series Description (Briefly describe the types of information/do	cuments/forms found in the s	series. Include the purpo	se or function of the series.)
Files contain time sheets, leave recor	ds, comp time requests/a	approvals, etc.	
		·	
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 5 Number
X Letter Size Microfilm	n X Alpha	abetical	X File Drawer(s)
			Microfilm Reel(s)
Legal Size Compute	er Tape Nume	erical	Computer Tape(s)
Bound Book Floppy D	Disk Chron	nological ·	Other (specify)
		•	10. Annual <u>1</u>
Audio Tape Video Ta	ape Geog	raphical	Accumulation Number
Other (specify)	Othe	er (specify)	X File Drawer(s)
			Microfilm Reel(s)
		· · · · · · · · · · · · · · · · · · ·	Computer Tape(s)
			Other (specify)
11. File is used:		12. File become	s inactive after
Daily X Weekly M	onthly	Month	(s) 1 Year(s)
	ing, Floor, Room)		ries duplicated elsewhere?
Department of Community Services Port Tobacco, MD 20677	Building	Yes No (If yes, specify agency or office) Personnel Office	
15. Access Restrictions		16. Audit Requirements X None	
Yes X No (If yes, cite law(s) and regulation(s))		State	Federal Independent
		18. Recommend	County
17. Is an index system used? Yes X No		16. Recommend	ded retention
	(If yes, explain briefly and describe any hardware/software)		rs after termination, then
x		destroy.	
x			
19. Name and Title of Preparer	20. Telephone Nur	nber	21. Date
Betty J. Windsor	301-934-0113		April 9, 1998
Secretary II	1		
	1]

Instructions Type or print a			AGENCY RECORDS INVENTORY
separate form for each new or revised record series.			Page3_ of ¹⁹
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Community Serv	vices	All
Charles County Gova	Community Serv	, ices	ZXII
DEFINITION: Record Series: a group of related	records normally filed and us	sed as a unit for reference	ee as well as retention & disposition purposes.
4. Record Series Title	· · · · · · · · · · · · · · · · · · ·		5. Earliest Year / Latest Year
Full-Time Employee Personnel	Records		1986 to Present
2 0			
6. Record Series Description			
(Briefly describe the types of information/doo	cuments/forms found in the s	series. Include the purpo	se or function of the series.)
Files contain evaluations, awards, tra	ining, written correspo	ndence, etc.	
	·		
7. Record Series Format(s)	9 Pocord Sc	eries Seguence	9. Volume 7
7. Necord Series Formal(s)	o. Necord Se	siles Sequence	Number
X Letter Size Microfilm	X Alpha	abetical	X File Drawer(s)
			Microfilm Reel(s)
Legal Size Compute	er Tape Nume	erical	Computer Tape(s)
			Other (specify)
Bound Book Floppy D	risk Chroi	nological	
			10. Annual 1
Audio Tape Video Ta	ipe Geog	raphical	Accumulation Number
Other (specify)	Othe	er (specify)	X File Drawer(s)
Carea (Specify)		a (Speciny)	Microfilm Reel(s)
		•	Computer Tape(s)
			Other (specify)
11. File is used:		12. File become	
Daily X Weekly Mo	onthly	Month	n(s) 1 Year(s)
13 Current Leastion (c) (Buildi	ng, Floor, Room)	14 la rocard co	rice duplicated classubers?
13. Current Location(s) (Buildi Department of Community Services	•	14. Is record series duplicated elsewhere? X Yes No (If yes, specify agency or office)	
Port Tobacco, MD 20677	Dunaing	Personnel Office	
			·
15. Access Restrictions		16. Audit Requirements X None	
Yes X No (If yes, cite law(s) and regulation(s))		
		State Federal Independent	
17. Is an index system used?		18. Recommend	County ded retention
Yes X No		TO. INCOMMINE	ded reterritori
(If yes, explain briefly and describe any hard	lware/software)	Retain for 3 yea	rs after termination, then
x	-,	destroy.	,
x			
19. Name and Title of Preparer	20. Telephone Nur	nber	21. Date
Betty J. Windsor	301-934-0113	•	April 9, 1998
Secretary II			
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Instructions Type or print a separate form for each new or		·	AGENCY RECORDS INVENTORY	
revised record series.			Page <u>4</u> of <u>19</u>	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Community Serv	vices	All	
DEFINITION: Record Series: a group of related in	records normally filed and us	sed as a unit for reference		
4. Record Series Title	1 D		5. Earliest Year / Latest Year	
Part-Time Employee Personne	I Records		1989 to Present	
Record Series Description (Briefly describe the types of information/doc	cuments/forms found in the s	series. Include the purpos	se or function of the series.)	
Files may include part-time agreements, applications, references, work permits, Authorization to Hire forms, Position Control forms, related correspondence, position evaluations, letters of resignation, and State and Federal employment-related forms.				
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 7	
X Letter Size Microfilm	X Alpha	betical	Number X File Drawer(s)	
			Microfilm Reel(s)	
Legal Size Compute	er Tape Nume	erical	Computer Tape(s)	
Bound Book Floppy D	isk Chron	nological	Other (specify) 10. Annual 1	
Audio Tape Video Ta	pe Geog	raphical	Accumulation Number	
Other (specify)	Othe	er (specify)	X File Drawer(s)	
		-	Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify)	
11. File is used:		12. File become	s inactive after	
Daily X Weekly Mo	onthly	Month		
	ng, Floor, Room)		ries duplicated elsewhere?	
Department of Community Services Port Tobacco, MD 20677	Building	Yes X	No (If yes, specify agency or office)	
15. Access Restrictions X Yes No (If yes, cite law((a) and regulation(a))	16. Audit Requirements X None		
X Yes No (If yes, cite law(s) and regulation(s)) Personnel/Privacy issues		State Federal Independent County		
17. Is an index system used? Yes X No		18. Recommended retention		
(If yes, explain briefly and describe any hardware/software)			rs after termination, then	
x · x		destroy.		
19. Name and Title of Preparer	20. Telephone Nun	nber	21. Date	
Betty J. Windsor	301-934-0113		April 9, 1998	
Secretary II	·			

Instructions Type or print a			AGENCY RECORDS INVENTORY	
separate form for each new or				
revised record series.		5 4 1	Page <u>5</u> of <u>19</u>	
Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Community Serv	vices	All	
DEFINITION: Record Series: a group of related	societa nermally filed and u		and the state of t	
4. Record Series Title	records normally filed and us	sed as a unit for reference	5. Earliest Year / Latest Year	
Fiscal Year Budgets			1980 to Present	
			2700 270000	
Record Series Description				
(Briefly describe the types of information/doo	cuments/forms found in the s	series. Include the purpos	se or function of the series.)	
Files include budget information and reports, budget transfers, copies of invoices, requisitions, journal entries, budget tracking analysis spreadsheets, computer printouts of deposits to Treasurer's Office, refund reports and information, tracking logs for Discount Tickets, etc.				
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 30	
X Letter Size Microfilm	X Alpha	photical	Number X File Drawer(s)	
A Letter Size	A Aiplie	Delical	Microfilm Reel(s)	
X Legal Size Compute	er Tape X Nume	erical	Computer Tape(s)	
			Other (specify)	
Bound Book Floppy D	Pisk Chroi	nological		
Audio Tape Video Ta	ape Geog	graphical	10. Annual 6 Accumulation Number	
Other (specify)	Othe	er (specify)	X File Drawer(s)	
			Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify)	
11. File is used:		12. File become	s inactive after	
	onthly	Month	1	
13. Current Location(s) (Build	ing, Floor, Room)	14. Is record ser	ries duplicated elsewhere?	
Department of Community Services	Building	Yes X	No (If yes, specify agency or office)	
Port Tobacco, MD 20677	•			
15. Access Restrictions		16. Audit Requir	rements X None	
	(s) and regulation(s))	i i i i i i i i i i i i i i i i i i i	Simonia (12)	
		State	Federal Independent	
47.4		40 D	County	
17. Is an index system used? Yes X No		18. Recommend	dea retention	
(If yes, explain briefly and describe any hard	dware/software)	Retain for 3 year	rs, then destroy.	
X	· .			
x		-		
19. Name and Title of Preparer	20. Telephone Nur	mber -	21 Date	
Betty J. Windsor	301-934-0113	11001	April 9, 1998	
Secretary II	· JUL-JUH-UILU		7,511, 5, 1555	
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Instructions Type or print a			AGENCY RECORDS INVENTORY	
separate form for each new or revised record series.			Page 6 of 19	
	ivision nmunity Serv	vices	3. Unit/Program Aging	
DEFINITION Decord Section 1 to 1 to 1 to 1				
DEFINITION: Record Series: a group of related records n 4. Record Series Title	ormally filed and us	sed as a unit for reference	5. Earliest Year / Latest Year	
Confidential Senior Care Files			1988 to Present	
Confidential Senior Care Pries			1700 to Fresent	
Record Series Description (Briefly describe the types of information/documents/f			·	
Files contain confidential client information, management documentation, ranking scales,	-		ne records, case	
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 6	
X Letter Size Microfilm	X Alpha	photical	Number X File Drawer(s)	
A Lotter Gize	A Alpha	ibelicai	Microfilm Reel(s)	
Legal Size Computer Tape	Nume	erical	Computer Tape(s)	
	<u></u> ' .		Other (specify)	
Bound Book Floppy Disk	Chror	nological	-	
		-	10. Annual <1	
Audio Tape Video Tape	Geographical		Accumulation Number	
Other (specify)	Othe	r (specify)	X File Drawer(s)	
Canon (opposity)		. ()	Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify)	
11. File is used:		11	es inactive after N/A	
X Daily Weekly Monthly		Month	n(s) Year(s)	
		! !		
13. Current Location(s) (Building, Floo		14. Is record series duplicated elsewhere?		
Department of Community Services Building	3	Yes X	No (If yes, specify agency or office)	
Port Tobacco, MD 20677				
15. Access Restrictions		16 Audit Pegui	rements None	
X Yes No (If yes, cite law(s) and re	gulation(s))	16. Audit Requirements None		
A 103 (if yes, cite law(s) and le	guiation(3))	X State	Federal Independent	
State	•	I Oldio	County	
17. Is an index system used?		18. Recommended retention		
Yes X No				
(If yes, explain briefly and describe any hardware/soft	tware)	Retain until serv	vice is terminated plus 3 years,	
x			quirements have been fulfilled,	
x .		then destroy.		
40 N - 170 - 10		<u> </u>	24 Data	
1	Telephone Nun	nper	21. Date	
1)	-934-0113		April 9, 1998	
Secretary II			·	

Instructions Type or print a			AGENCY RECORDS INVENTORY	
separate form for each new or revised record series.			Page 7 of 19	
Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Community Ser	vices	Aging	
DEFINITION: Record Series: a group of related	records normally filed and u	sed as a unit for reference	te as well as retention & disposition purposes.	
4. Record Series Title			5. Earliest Year / Latest Year	
Confidential Guardianship File	es		1986 to Present	
6. Record Series Description				
(Briefly describe the types of information/doc	cuments/forms found in the	series. Include the purpo	se or function of the series.)	
Files contain confidential client infor letters, service records, review board	_	_	documentation,	
7. Record Series Format(s)	8. Record S	eries Sequence	9. Volume1	
			Number	
Letter Size Microfilm	X Alpha	abetical	X File Drawer(s)	
X Legal Size Compute	r Tana Num	erical	Microfilm Reel(s) Computer Tape(s)	
Legal Size Compute	rape Num	ericai	Other (specify)	
Bound Book Floppy D	isk Chro	nological	10. Annual <1	
Audio Tape Video Ta	pe Geog	graphical	Accumulation Number	
Other (specify)	Other (specify)		X File Drawer(s)	
			Microfilm Reel(s)	
	<u></u>	· ·	Computer Tape(s)	
			Other (specify)	
44 File io wood		12 File become	ha in active offer AVA	
11. File is used: X Daily Weekly Me	onthly	11	es inactive after N/A n(s) Year(s)	
X Daily Weekly Me	onuny	Month(s)Year(s)		
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record series duplicated elsewhere?		
Department of Community Services		Yes X No (If yes, specify agency or office)		
Port Tobacco, MD 20677	,			
15. Access Restrictions		16. Audit Requirements None		
X Yes No (If yes, cite law(s) and regulation(s))	V State	Fodoral Indopendent	
State	•	X State Federal Independent County		
17. Is an index system used?		18. Recommen		
Yes X No				
(If yes, explain briefly and describe any hard	lware/software)	Retain until gua	rdianship is terminated plus	
x		, -	audit requirements have been	
X		fulfilled, then de	estroy.	
19. Name and Title of Preparer	20. Telephone Nur	mber	21. Date	
Betty J. Windsor	301-934-0113		April 9, 1998	
Secretary II				
200, 0.0., 7 11				

Instructions Type or print a			AGENCY RECORDS INVENTORY	
separate form for each new or			Dana 8 of 19	
revised record series.			Page 8 of 19	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Community Serv	vices	Aging	
DEFINITION: Record Series: a group of related	rocards normally filed and us	and an a unit for reference	o co wall an astrontian P diametria	
4. Record Series Title	records normally filed and us	sed as a unit for reference	5. Earliest Year / Latest Year	
Grants	•		1994 to Present	
Record Series Description (Briefly describe the types of information/doc	cuments/forms found in the s	series. Include the purpos	se or function of the series.)	
Files contain grant applications, final management documents, etc.	ncial reports, requests f	or funds, letters, men	norandums,	
,				
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 6	
X Letter Size Microfilm	ı X Alpha	photical	Number X File Drawer(s)	
Letter Size	A Alpha	ibelicai	Microfilm Reel(s)	
X Legal Size Compute	er Tape Nume	erical	Computer Tape(s)	
Bound Book Floppy D	nick Chron	nological	Other (specify)	
Bodina Book Thoppy D	JISK CITIO	lological	10. Annual 1	
Audio Tape Video Ta	pe Geog	raphical	Accumulation Number	
Other (specify)	Other (specify)		X File Drawer(s)	
			Microfilm Reel(s) Computer Tape(s)	
			Other (specify)	
11. File is used:	onthly	12. File become		
Daily X Weekly Me	onthly	Month(s) 1 Year(s)		
, , ,	ing, Floor, Room)	14. Is record series duplicated elsewhere?		
Department of Community Services	Building	Yes X No (If yes, specify agency or office)		
Port Tobacco, MD 20677			·	
15. Access Restrictions		16. Audit Requirements None		
Yes X No (If yes, cite law)	(s) and regulation(s))	X State X Federal X Independent County		
17. Is an index system used?		18. Recommended retention		
Yes X No		Detain for the lif	e of the grant plus 3 years, or	
(If yes, explain briefly and describe any hard	iware/software)		rements have been fulfilled,	
		then destroy.		
19. Name and Title of Preparer	20. Telephone Nun	nher	21. Date	
Betty J. Windsor	301-934-0113	TIDG!	April 9, 1998	
Secretary II			1	

Instructions Type or print a			AGENCY RECORDS INVENTORY	
separate form for each new or revised record series.			Page 9 of 19	
			1 age 01	
Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Community Ser	vices	Housing & Comm. Dev.	
DEFINITION: Record Series: a group of related r	ecords normally filed and us	sed as a unit for reference	e as well as retention & disposition purposes.	
4. Record Series Title			5. Earliest Year / Latest Year	
MPDU Program by Developme	ent		1994 to Present	
6. Record Series Description				
(Briefly describe the types of information/doc	uments/forms found in the	series. Include the purpo	se or function of the series.)	
MPDU (Moderately Priced Dwelling	I Init \		•	
MIL DO (Moderately I riced Dwelling	Onity			
Files contain development agreement	s, correspondence, pro	gram documents, app	plications, client	
files, etc.				
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 1	
,		,	Number	
Letter Size Microfilm	Alpha	abetical	X File Drawer(s)	
	_		Microfilm Reel(s)	
X Legal Size Compute	er Tape X Numerical		Computer Tape(s)	
X Bound Book Floppy D	Disk X Chronological		Other (specify)	
A Bound Book Thoppy B			10. Annual <1	
Audio Tape Video Ta	ape Geographical		Accumulation Number	
Other (or orify)			V File Decure (a)	
Other (specify)	Other (specify)		X File Drawer(s) Microfilm Reel(s)	
		•	Computer Tape(s)	
			Other (specify)	
11. File is used:			es inactive after N/A	
Daily X Weekly Mo	onthly	Month	Year(s)	
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record series duplicated elsewhere?		
Department of Community Services		Yes X No (If yes, specify agency or office)		
Port Tobacco, MD 20677	-			
15 Access Bookiistians		16 Audit Dogui	romente IV None	
15. Access Restrictions X Yes No (If yes, cite law(s) and regulation(s))	16. Audit Requirements X None		
Exemption 6 of Freedom of Informat		State Federal Independent		
payroll, applicants' income statemen		County		
17. Is an index system used?		18. Recommended retention		
Yes X No				
(If yes, explain briefly and describe any hard	lware/software)	11	e specified in the development in Chief of H&CD approval; then	
X X		destroy.	and of the provat, then	
19. Name and Title of Preparer	20. Telephone Nur	mber	21. Date	
Betty J. Windsor	301-934-0113		April 9, 1998	
Secretary II		•		
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Instructions Type or print a			AGENCY RECORDS INVENTORY	
separate form for each new or revised record series.			Pageof9	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Community Serv	vices	Housing & Comm. Dev.	
DEFINITION: Record Series: a group of related it	ecords normally filed and us	sed as a unit for reference	ce as well as retention & disposition purposes.	
Record Series Title			5. Earliest Year / Latest Year	
Grants		,	1978 to Present	
6. Record Series Description		·····		
(Briefly describe the types of information/doc	uments/forms found in the s	series. Include the purpo	ose or function of the series.)	
Administrative files, subrecipient file HUD forms, Authorizations for Releadocuments, etc.				
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 131	
Letter Size Microfilm	X Alpha	ahetical	Number X File Drawer(s)	
	TA / WOULD		Microfilm Reel(s)	
X Legal Size Compute	r Tape X Nume	erical	Computer Tape(s)	
X Bound Book Floppy D	ick V Chro	nological	Other (specify)	
X Bound Book Floppy D	Disk X Chronological		10. Annual 9	
Audio Tape Video Ta	gpe Geographical		Accumulation Number	
Other (specify)	Other (specify)		X File Drawer(s)	
			Microfilm Reel(s)	
			Computer Tape(s) Other (specify)	
			Cirici (Specify)	
11. File is used:		12. File become	es inactive after	
	onthly	Month(s) 10 Year(s)		
11	ng, Floor, Room)	14. Is record series duplicated elsewhere?		
Department of Community Services Port Tobacco, MD 20677	Building	Yes X	No (If yes, specify agency or office)	
Tote Tobacco, MID 20077				
15. Access Restrictions		16. Audit Requi	irements None	
X Yes No (If yes, cite law(s) and regulation(s))	V Ctata V	Tadasal W ladasandant	
Federal and State		X State X	Federal X Independent County	
17. Is an index system used?		18. Recommen		
Yes X No				
(If yes, explain briefly and describe any hard	ware/software)		ife of the grant plus 6 years, or irements have been fulfilled,	
X · · · · · · · · · · · · · · · · · · ·	,	then destroy.	mements have been fulfilled,	
19. Name and Title of Preparer	20. Telephone Nur	nber	21. Date	
Betty J. Windsor	301-934-0113		April 9, 1998	
Secretary II				

Instructions Type or print a		·,	AGENCY RECORDS INVENTORY	
separate form for each new or revised record series.			Page 11 of 19	
1. Department/Agency 2	. Division		3. Unit/Program	
	Community Serv	vices	Housing & Comm. Dev.	
DEFINITION: Record Series: a group of related record	s normally filed and us	sed as a unit for reference	e as well as retention & disposition purposes.	
4. Record Series Title			5. Earliest Year / Latest Year	
Housing Commission of Charles Co	ounty, Marylan	d	1991 to Present	
6. Record Series Description				
(Briefly describe the types of information/documen	ts/forms found in the s	series. Include the purpos	se or function of the series.)	
Correspondence, reports, workshops, bud reference library.	get files, meeting n	naterials/documents,	minutes and	
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 10	
Letter Size Microfilm	X Alpha	ahetical	Number X File Drawer(s)	
Letter olze	. A riprie	bettedi	Microfilm Reel(s)	
X Legal Size Computer Tar	pe Nume	erical	Computer Tape(s)	
			X Other (specify)	
X Bound Book Floppy Disk	X Chro	nological	Shelves	
			10. Annual 1	
Audio Tape Video Tape	Geog	graphical	Accumulation Number	
Other (specify)	Othe	er (specify)	X File Drawer(s)	
Curici (specify)		(Specify)	Microfilm Reel(s)	
		•	Computer Tape(s)	
			X Other (specify)	
			Shelf	
11. File is used:		ii	s inactive after N/A	
X Daily Weekly Monthly	y	Month(s)Year(s)		
	loor, Room)	14. Is record series duplicated elsewhere? Yes X No (If yes, specify agency or office)		
Department of Community Services Build Port Tobacco, MD 20677	ling	Yes X	No (If yes, specify agency or office)	
roit tobacco, ND 20077		<u> </u>		
15. Access Restrictions		16. Audit Requirements X None		
Yes X No (If yes, cite law(s) and	d regulation(s))	To, Addit Requirements A None		
. (ii yee), one residuation (cy)		State Federal Independent County		
17. Is an index system used? Yes X No		18. Recommended retention		
(If yes, explain briefly and describe any hardware/	'software)	Permanent: tran	nsfer periodically to the	
x	···· • • • • • • • • • • • • • • • • •	11	Archives Office.	
x	•	•		
19. Name and Title of Preparer 2	20. Telephone Nur	mber	21. Date	
	301-934-0113		April 9, 1998	
Secretary II			, , , , , , ,	

Instructions Type or print a			AGENCY RECORDS INVENTORY	
separate form for each new or revised record series.			Page <u>12</u> of <u>19</u>	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Community Serv	vices	Housing & Comm. Dev.	
charles county dove	Community Sci	rices	Housing & Comm. Dev.	
DEFINITION: Record Series: a group of related	records normally filed and us	sed as a unit for reference	e as well as retention & disposition purposes	
4. Record Series Title	.,		5. Earliest Year / Latest Year	
Section 8 Program Waiting Lis	st.		? to Present	
6. Record Series Description				
(Briefly describe the types of information/doc	cuments/forms found in the s	series. Include the purpos	se or function of the series.)	
Files contain some or all of the follow Families are selected from the waitin become available.				
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume4	
			Number	
Letter Size Microfilm	X Alpha	abetical	X File Drawer(s)	
W to and Since Community	Aluma		Microfilm Reel(s)	
X Legal Size Compute	er Tape Nume	ericai	Computer Tape(s)	
Bound Book Floppy D	risk Chroi	nological	Other (specify)	
Audio Tono Vidoo To	no l	ranhigal	10. Annual <1 Accumulation Number	
Audio Tape Video Ta	the Geog	raphical	Accumulation Number	
Other (specify)	Othe	er (specify)	X File Drawer(s)	
Other (speeny)	Curci (specify)		Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify)	
·			Circl (Speedily)	
11. File is used:		12. File become	s inactive after N/A	
l	onthly	Month		
	,			
13. Current Location(s) (Build	ing, Floor, Room)	14. Is record series duplicated elsewhere?		
Department of Community Services	Building	Yes X	No (If yes, specify agency or office)	
Port Tobacco, MD 20677				
15. Access Restrictions		16. Audit Requirements None		
X Yes No (If yes, cite law)	(s) and regulation(s))			
,		State X	Federal X Independent	
Federal and State		County		
17. Is an index system used?		18. Recommended retention		
X Yes No			ile related to applicants selected	
(If yes, explain briefly and describe any hard			become part of Section 8 client	
Nan McKay computer software main			to ineligible applicants may be	
listing alphabetically and numericall	y•	ineligibility.	10 years after determination of	
19. Name and Title of Preparer	20. Telephone Nur		21. Date	
	301-934-0113		April 9, 1998	
Betty J. Windsor	301-734-0113		April 9, 1990	
Secretary II				

Instructions Type or print a			AGENCY RECORDS INVENTORY
separate form for each new or revised record series.			Page 13 of 19
1. Department/Agency Charles County Govt.	2. Division Community Serv	vices	3. Unit/Program Housing & Comm. Dev.
DEFINITION: Record Series: a group of related rec	cords normally filed and us	sed as a unit for referenc	e as well as retention & disposition purposes.
4. Record Series Title Livability Code			5. Earliest Year / Latest Year ? to Present
Record Series Description (Briefly describe the types of information/docur	ments/forms found in the s	series. Include the purpos	se or function of the series.)
Files contain some or all of the followin inspection forms, letters to owners, etc.	-	ed to livability code in	nspections,
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 2 Number
Letter Size Microfilm	Alpha	abetical	X File Drawer(s)
X Legal Size Computer	ıter Tape Numerical		Microfilm Reel(s) Computer Tape(s)
Bound Book Floppy Dis	k Chro	nological	Other (specify)
Audio Tape Video Tape		ıraphical	10. Annual <1 Accumulation Number
Other (specify)	Othe	er (specify)	X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)
11. File is used:		12 File become	s inactive after N/A
Daily X Weekly Mon	ithly	Month	
13. Current Location(s) (Building, Floor, Room) Department of Community Services Building Port Tobacco, MD 20677		14. Is record series duplicated elsewhere? Yes X No (If yes, specify agency or office)	
15. Access Restrictions X Yes No (If yes, cite law(s) and regulation(s))		16. Audit Requirements X None State Federal Independent	
Federal; Privacy Act		10 December	County
17. Is an index system used? X Yes No		18. Recommend	Jed retention
(If yes, explain briefly and describe any hardware/software) Cross-referenced by owner's name and map/parcel; System is manual			ars after no longer active; then Chief of H&CD approval prior
19. Name and Title of Preparer Betty J. Windsor	20. Telephone Nun 301-934-0113	nber	21. Date April 9, 1998
Secretary II			

Instructions Type or print a			AGENCY RECORDS INVENTORY
separate form for each new or revised record series.			Page 14 of 19
1. Department/Agency Charles County Govt.	2. Division Community Serv	vices	3. Unit/Program Housing & Comm. Dev.
DEFINITION: Record Series: a group of related	rocorde normally filed and u	and as a unit for reference	as well as retention ? disposition purposes
4. Record Series Title Special Loans	records normally liled and us	sed as a unit for reference	5. Earliest Year / Latest Year 1992 to Present
6. Record Series Description			
(Briefly describe the types of information/doc	cuments/forms found in the s	series. Include the purpos	se or function of the series.)
Files contain some or all of the follow	ving: current applicants	s, current participan	ts, closed files.
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 8 Number
Letter Size Microfilm	n X Alpha	abetical	X File Drawer(s)
X Legal Size Compute			Microfilm Reel(s) Computer Tape(s)
			Other (specify)
Bound Book Floppy D			10. Annual 1
Audio Tape Video Ta			Accumulation Number
Other (specify)	Other (specify)		X File Drawer(s)
			Microfilm Reel(s) Computer Tape(s)
			Other (specify)
11. File is used:		12. File become	s inactive after
	onthly	Month(s) 10 Year(s)	
	ing, Floor, Room)	14. Is record series duplicated elsewhere?	
Department of Community Services Port Tobacco, MD 20677	Building	Yes X	No (If yes, specify agency or office)
15. Access Restrictions		16. Audit Requirements X None	
X Yes No (If yes, cite law	(s) and regulation(s))	State Federal Independent	
State and Federal		County	
17. Is an index system used?		18. Recommend	ded retention
Yes X No (If yes, explain briefly and describe any hard	dware/software)	Retain for 5 year	rs or until all audit requirements
	·		ed, then destroy.
	•		
19. Name and Title of Preparer	20. Telephone Nur	mber	21. Date
Betty J. Windsor	301-934-0113		April 9, 1998
Secretary II			

Instructions Type or print a			AGENCY RECORDS INVENTORY	
separate form for each new or revised record series.			Pageof	
1. Department/Agency 2.	Division		3. Unit/Program	
	Community Serv	rices	Housing & Comm. Dev.	
DEFINITION: Record Series: a group of related records	s normally filed and us	ed as a unit for referenc	e as well as retention & disposition purposes.	
4. Record Series Title			5. Earliest Year / Latest Year	
Federal Registers		i	to Present	
Record Series Description (Briefly describe the types of information/document)	ts/forms found in the s	eries. Include the purpos	se or function of the series.)	
Daily Federal Registers, LSA, and Federal	Debarred Booklet	s		
-				
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume 1 Number	
Letter Size Microfilm	Alpha	betical	File Drawer(s)	
			Microfilm Reel(s)	
Legal Size Computer Tap	pe Nume	rical	Computer Tape(s)	
			X Other (specify)	
X Bound Book Floppy Disk	X: Chron	ological	Shelf	
Audio Tape Video Tape	pe Geographical		10. Annual Accumulation Number	
Other (specify)	Othor	r (specify)	File Drawer(s)	
Other (specify)	Other (specify)		Microfilm Reel(s)	
			Computer Tape(s)	
			X Other (specify)	
·		;	None	
11. File is used:		12. File become	s inactive after	
X Daily Weekly Monthly	,	6Month(s)Year(s)		
	loor, Room)	14. Is record series duplicated elsewhere?		
Department of Community Services Build	ing	Yes X	No (If yes, specify agency or office)	
Port Tobacco, MD 20677				
45 Access Destrictions		16 Audit Deguis		
15. Access Restrictions Yes X No (If yes, cite law(s) and	rogulation(s))	16. Audit Requirements X None		
1 es X 140 (II yes, cite law(s) and	regulation(s))	State Federal Independent		
	į į	County		
17. Is an index system used?		18. Recommended retention		
Yes X No				
(If yes, explain briefly and describe any hardware/s	software)	Retain until upd	ated or superceded, then destroy.	
	ť			
		: !		
19. Name and Title of Preparer 2	0. Telephone Num	her.	21 Date	
11	01-934-0113	IDC!	April 9, 1998	
	V1-734-V113		Whill a' taao	
Secretary II		•		

Instructions Type or print a			AGENCY RECORDS INVENTORY
separate form for each new or revised record series.			Page
1. Department/Agency Charles County Govt.	2. Division Community Serv	vices	3. Unit/Program Recreation
DEFINITION: Record Series: a group of related re	cords normally filed and us	sed as a unit for referen	ce as well as retention & disposition numbers
4. Record Series Title Facilities Usage	cords normally med and us	sed as a difficult reference	5. Earliest Year / Latest Year 1989 to Present
Record Series Description (Briefly describe the types of information/docu			·
Files include permit information/appro requests, reports, building usage, staff	` -	building repairs/im	provements, maintenance
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 9
X Letter Size Microfilm	X Alpha	abetical	Number X File Drawer(s) Microfilm Reel(s)
Legal Size X Computer	Disk X Chronological		X Computer Tape(s) Other (specify)
Bound Book Floppy Dis Audio Tape Video Tap			10. Annual 3 Accumulation Number
Other (specify)	Other (specify)		X File Drawer(s) Microfilm Reel(s) X Computer Tape(s) Other (specify)
11. File is used: X Daily Weekly Mor	nthly	12. File become Monti	es inactive after each season n(s) Year(s)
13. Current Location(s) (Building, Floor, Room) Department of Community Services Building Port Tobacco, MD 20677		14. Is record series duplicated elsewhere? Yes X No (If yes, specify agency or office)	
15. Access Restrictions Yes X No (If yes, cite law(s) and regulation(s))		16. Audit Requirements X None State Federal Independent County	
17. Is an index system used? Yes X No (If yes, explain briefly and describe any hardware/software)		18. Recommended retention Retain for 3 years, then destroy.	
(a yee, explain onchy and describe any flatuw	a.c.ookmaloj	101 0 900	
19. Name and Title of Preparer Betty J. Windsor Secretary II	20. Telephone Nur 301-934-0113	mber	21. Date April 9, 1998

Instructions Type or print a separate form for each new or			AGENCY RECORDS INVENTORY
revised record series.			Page <u>17</u> of <u>19</u>
	Division ommunity Servi	ices	3. Unit/Program Recreation
DEFINITION: Record Series: a group of related records 4. Record Series Title Programs	normally filed and use	ed as a unit for referenc	e as well as retention & disposition purposes. 5. Earliest Year / Latest Year 1990 to Present
6. Record Series Description (Briefly describe the types of information/documents Files include general information and corre registration forms, mailing lists, travel info	espondence, rosters	s, planning sheets, s	taffing information,
7. Record Series Format(s)	8. Record Ser	ries Sequence	9. Volume
X Letter Size	Chrone		Number X File Drawer(s) Microfilm Reel(s) X Computer Tape(s) Other (specify) 10. Annual Accumulation X File Drawer(s) Microfilm Reel(s) X Computer Tape(s) Other (specify)
11. File is used: X Daily Weekly Monthly	'i :,	12. File become Month	i(s) 1 Year(s)
13. Current Location(s) (Building, Floor, Room) Department of Community Services Building Port Tobacco, MD 20677		14. Is record series duplicated elsewhere? Yes X No (If yes, specify agency or office)	
15. Access Restrictions Yes X No (If yes, cite law(s) and regulation(s))		16. Audit Requirements X None State Federal Independent County	
17. Is an index system used? Yes X No (If yes, explain briefly and describe any hardware/software)		18. Recommend Retain for 3 yea	
!). Telephone Num)1-934-0113	ber	21. Date April 9, 1998

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Instructions Type or print a		AGENCY RECORDS INVENTORY			
separate form for each new or revised record series.		Page <u>18</u> of <u>19</u>			
1. Department/Agency 2.	Division	3. Unit/Program			
	ommunity Services	Recreation			
Charles County Govi.	ommunity Services	Recreation			
DESINITION: Poperd Series a group of related accords namely filed and used as a withful of series as well as a desting 9 disperition as well as					
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes. 4. Record Series Title 5. Earliest Year / Latest Year					
Special Olympics		1990 to Present			
0.0					
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)					
Files may include general information, correspondence, program records, team rosters, training schedules, staff and volunteer listings, equipment listings, newsletters, United Way correspondence, games information, athletes' and partners' medical information & releases, etc.					
7. Record Series Format(s)	8. Record Series Sequence	9. Volume 7			
X Letter Size Microfilm	X Alphabetical	Number X File Drawer(s)			
A Letter Size Wildfolling	Apriabetical	Microfilm Reel(s)			
Legal Size X Computer Tap	e Numerical	X Computer Tape(s)			
Legal Size A Computer rap	Numerical	Other (specify)			
Bound Book Floppy Disk	Chronological	Other (specify)			
Bound Book noppy bisk	Chronological	10. Annual 1.5			
Audio Tape Video Tape	Geographical	Accumulation Number			
Other (specify)	Other (specify)	X File Drawer(s)			
Other (specify)	Other (specify)	Microfilm Reel(s)			
		X Computer Tape(s)			
		Other (specify)			
44 File is seed.	12 File headens	a in a still a star			
11. File is used: X Daily Weekly Monthly Month(s) 1 Year(s)					
13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere?					
Department of Community Services Building Yes X No (If yes, specify agency or office)					
Port Tobacco, MD 20677	· , <u>-</u> -				
, · · · · · · · · · · · · · · · · · · ·	•				
15. Access Restrictions 16. Audit Requirements X None					
Yes X No (If yes, cite law(s) and	regulation(s))				
	Federal Independent				
	State	County			
17. Is an index system used? 18. Recommended retention					
Yes X No	÷				
(If yes, explain briefly and describe any hardware/s	(If yes, explain briefly and describe any hardware/software) Retain for 3 years, then destroy.				
19. Name and Title of Preparer 20. Telephone Number		21. Date			
Betty J. Windsor 301-934-0113		April 9, 1998			
Secretary II					

						
Instructions Type or print a			AGENCY RECORDS INVENTORY			
separate form for each new or						
revised record series.			Page 19 of 19			
Department/Agency	2. Division		3. Unit/Program			
Charles County Govt.	Community Serv	vices	Recreation			
	DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title		•	5. Earliest Year / Latest Year			
Grants			1989 to Present			
6. Record Series Description						
I • • • • • • • • • • • • • • • • • • •	(Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)					
(Energy describe the types of informations		ones, molade (no parpe	as a randian or the derios.			
Files include applications, correspond	ence/approvals from st	tate agencies, report	s, financial			
records, etc. for various recreational			,			
	•					
7. Record Series Format(s)	9 Doord S	eries Sequence	9. Volume 1			
7. Record Series Formal(s)	o. Record Se	enes Sequence	9. Volume I Number			
X Letter Size Microfilm	X Alpha	shetical	X File Drawer(s)			
A LORGI GIZO	A , wprice	2001.001	Microfilm Reel(s)			
Legal Size Computer	Tape Nume	erical	Computer Tape(s)			
			Other (specify)			
Bound Book Floppy Di	sk Chroi	nological				
			10. Annual <1			
Audio Tape Uideo Tap	pe Geog	raphical	Accumulation Number			
Other (specify)	Othe	er (specify)	X File Drawer(s)			
Gulet (specify)		(Speeky)	Microfilm Reel(s)			
			Computer Tape(s)			
			Other (specify)			
11. File is used: 12. File becomes inactive after						
X Daily Month(s) 1 Year(s)						
	13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere?					
Department of Community Services I Port Tobacco, MD 20677	Sullaing	Yes X	No (If yes, specify agency or office)			
Fort Tobacco, MD 20077		•	,			
15. Access Restrictions 16. Audit Requirements None						
Yes X No (If yes, cite law(s) and regulation(s))			· · · · · · · · · · · · · · · · · · ·			
X State Federal Independent						
	·····		County			
		18. Recommen	ded retention			
Yes X No						
(If yes, explain briefly and describe any hardware/software)			Retain for the life of the grant plus 5 years, or			
		then destroy.	irements have been fulfilled,			
		then destroy.				
19. Name and Title of Preparer	20. Telephone Nur	mber	21. Date			
Betty J. Windsor	301-934-0113	: :-= :	April 9, 1998			
Secretary II	JUI -/JT-UIIJ		7, 17, 1000			

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